

SUMMARY OF THE TRANSITION COMMITTEE MEETING JULY 18, 2001

The Transition Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, July 18, 2001, at 1:00 pm Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Paul Kimsey of the California Department of Health Services. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss items previously distributed to the committee.*

INTRODUCTION

Dr. Kimsey reviewed the previously distributed materials, noting there are three items to be discussed at this first meeting of the committee following the Seventh NELAC Annual Meeting (NELAC 7); action items from the NELAC 7 meeting will be addressed in next month's meeting.

NELAC QUESTIONNAIRE WORKGROUP

Mr. Jerry Parr reported that the workgroup, constituted in the committee's previous meeting, is scheduled to meet tomorrow to discuss interpretation of the results of the questionnaire which was distributed to the National Environmental Laboratory Accreditation Program (NELAP)-accredited laboratories by the American Council of Independent Laboratories (ACIL). He noted that all anticipated responses have been received.

STRATEGIC PLAN RETREAT

Dr. Kimsey referred committee members to the draft proposal for a NELAC strategic planning retreat from the Institute for National Environmental Laboratory Accreditation (INELA). The objective of the retreat would be to draft a strategic plan for NELAC which would be refined and offered to the Conference during the Seventh NELAC Interim Meeting (NELAC 7i).

Details of the logistics of such a meeting were discussed, noting that good facilitation would be a key issue. It was the committee's consensus that such a meeting should occur in late September (not optimal for EPA staff) or early October in the Washington, DC area. Funding would be competitively bid to EPA. The committee discussed criteria for invitees, to ensure broad representation while keeping the total number small enough for effective work. Anticipating that there will be a significant number of invitees unable to participate, it was suggested that a pre-meeting questionnaire be distributed to help gather as much input as possible.

The committee then reviewed the draft proposal and Mr. Parr agreed to distribute a revised draft for the committee's review.

INELA BYLAWS

The proposed articles of incorporation and bylaws of the non-profit Institute for National Environmental Laboratory Accreditation were reviewed. Mr. Parr stated that the articles of incorporation have been submitted and he is awaiting their approval.

Several details of the new organization were questioned (e.g, relationship of INELA to the NELAC Board of Directors; composition of the INELA board). Mr. Parr stated that he plans that such details will be worked out as part of the strategic planning retreat.

NEXT MEETING

Dr. Kimsey noted that the review of action items from NELAC 7 and the review of the above three items will be on next month's agenda and encouraged members to call or Email with additional agenda items. The next meeting of this committee is scheduled for August 15, 2001 at 1:00 pm Eastern Daylight Time.

**ACTION ITEMS
TRANSITION COMMITTEE MEETING
JULY 18, 2001**

| Item No. | Action | Date to be Completed |
|-----------------|--|-----------------------------|
| 1 | Mr. Parr will distribute a revised retreat agenda to committee members | |

**PARTICIPANTS
TRANSITION COMMITTEE MEETING
JULY 18, 2001**

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